



SPRINGROLE INDIA PRIVATE LIMITED

CIN: U72900KA2017PTC104324

Scope – All full time employees, full time consultants and Interns

What is a lifestyle spending account?

- Limit – 3000 rupees per month. It resets at the beginning of every month.
- We are merging 4 benefits - OTT, Health, Food and Internet into one category called “Lifestyle spending allowance”
- Claim anything in these categories, only a bill/payment receipt in your name should be enough, and no need to upload any additional documents. No need to submit photos of yourself in the gym. attach multiple bills in the same ONE category or individually whichever is easier for you.
- Get creative with Lifestyle meals, healthy lifestyle, and OTT reimbursements.
- **Please note Jellybean does not allow past dated claims if anything remains unclaimed in the current month it will not be settled in the coming month.**

Lifestyle Spending account FAQs

1. Can I reimburse Gym membership within the given limit?

Yes you can, we have given you the option to either reimburse the full monthly limit of Rs 3,000 on Gym membership or save this budget and reimburse only what is required

2. Are meals and entertainment still an expense category on Jellybean?

Yes, you will be using this for all your team lunches. Upload your food bill and also the calendar screenshot of your invite on Jellybean.



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3. What all I can claim under this category?

As the name suggests and the announcement that we are merging 3 categories into one all the items which are claimed under those categories can now be claimed in LSA

4. Health - Gym reimbursement, raw dry fruits, pre- and post-workout protein bars

5. OTT - Subscription to any platforms/music services and periodicals covered under the same.

6. Is it a pro-rata-based expense?

Yes, the expenses will be given on a pro rata basis according to the joining date of the employee.

7. Can I claim pre-paid mobile numbers in LSA?

Yes, you can claim both prepaid and postpaid numbers in LSA, having said that we always recommend using broadband connection for better connectivity

8. Can I claim vaccine costs such as Covid, HVI, Influenza etc?

Yes, It can be claimed.



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9. Can I claim using handwritten bills ?

Yes, you can provide that but the bill must be in your name and it should be clear. Kindly ensure the bill also contains the GST number.



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WORKATION REIMBURSEMENTS POLICY

Effective From: 01-June-2021

As the name suggests, Workation is a combination of creative work balanced with a bit of vacation. As we all work remotely, why not from somewhere extraordinary. If you are a person who likes to travel, explore new places or relax close to nature, you can do so with Workation.

Workation Reimbursement

- **All Full time employees and full time consultants** are eligible for Workation.
- The upper limit for Workation per year is Rs.25,000/- (Effective from 1st June 2022)
- Employees need to produce bills and apply through Jellybean under the Workation category (Login -->Claimsl -->New Claims --> Select Category -->Workation --> Add the other required fields --> Upload Bill --> Submit)
- Employees can approach any vendor.
- **Please note the reimbursement is for your stay, travel and food - in order to avail food and travel cost you have to claim the stay cost as well.**
- Travel would include - Bus fare, train fare, petrol expenses and air fares.
- Since we introduced the policy in June, we will follow the June to May calendar.
- You can submit any food bills, no need to order from the hotel in which you are staying.
- The employee should be active and not resigned or on notice when availing Workation.
- Cost of working from a co working space in your own city is also covered under workcation
- You can also go on a Workation together with the team / group in such case the Billing will be in the name of an individual, you can claim it under reimbursements by providing the names of the employees who were part of the group for which the reimbursement will be made to their respective accounts.